

2004-2005

TRAINING CATALOG

FOR

WATER TREATMENT
WATER DISTRIBUTION
WASTEWATER TREATMENT
PLANT OPERATORS



ENVIRONMENTAL AND PUBLIC
PROTECTION CABINET

Kentucky Department for
Environmental Protection

Division of Water

14 Reilly Road

Frankfort, KY 40601

502-564-3410

Fax: 502-564-9720

<http://www.water.ky.gov/optcert/traincat>

Operators, System Managers, Local Community Leaders and Others:

Throughout the Commonwealth of Kentucky, operators of drinking water and wastewater systems continue to work long hard hours to provide ample quantities of safe drinking water, clean lakes and streams for recreational use, and healthy aquatic habitats for wildlife. Fruits of such labor are often taken for granted, as is the extensive amount of training completed by operators in order for them to have the knowledge required of their professions. These operators face many challenges every day, among them is keeping up with the latest information concerning related technology and regulatory requirements. Through training conducted by governmental entities or others, operators can continue to enhance their skills.

Budgetary restraints loom among the more pressing concerns as we enter the new state fiscal year. Financial problems impact services provided to operators by the state, as well as services available to them at the local community or system level. It is becoming more and more important for operators to expand their search beyond traditional sources of training and support. The Division of Water will be significantly reducing its offerings of continuing education type training to operators this year. However, even with a reduced staff, the intent is to continue the certification preparatory type training of recent years that is targeted toward operators who desire a new certification. As for the continuing education training needed for renewal of existing certification, operators will need to identify new sources. Many such sources exist, including numerous computerized courses available through various professional associations, schools and the private sector.

Within this training catalog are listings of training and testing events planned by the Operator Certification staff for July 1, 2004, through June 30, 2005. In addition, it includes necessary forms and other information related to the certification process. Also, information has been provided to assist operators in locating various not-for-profit vendors for training other than that provided by the Division.

As always, operators will be supported to the extent practical by the certification staff and associated Boards

Here's wishing you a great year,

Operator Certification Section Staff

<u>OFFICE STAFF</u>	<u>OFFICE STAFF</u>	<u>WASTEWATER TRAINERS</u>	<u>DRINKING WATER TRAINERS</u>
A. Charles Clark acharles.clark@ky.gov 502/564-3410 Ext. 362	Sylvia Weber sylvia.weber@ky.gov 502/564-3410, Ext. 301	Sam Lester sam.lester@ky.gov 502/564-3410, Ext. 414	Andy Gentry andy.gentry@ky.gov 502/564-3410, Ext. 358
Melissa Brothers melissa.brothers@ky.gov 502/564-3410, Ext. 317			

TABLE OF CONTENTS

GENERAL INFORMATION

Kentucky Boards of Certification	3-4
Operator Qualifications for Certification	5-6
Reference Manuals	7
Reciprocity (For Certifications Acquired Outside of Kentucky)	7
Compliance Training Program - CompTrain(Wastewater Systems Only)	8
ERG Grant Program (Small Drinking Water Systems Only)	8

CERTIFICATION PROCESS

Certification Exam Application and Training Registration (Procedures and General Information)	11-12
Certification Preparatory Classes (Including Exam)	
- Drinking Water Treatment (Surface System)	13
- Drinking Water Treatment (Groundwater)	14
- Drinking Water Distribution	15
Wastewater Treatment (Class I-IV)	16-17
Open Exams (All Certifications/Exam Only)	18

CERTIFICATION RENEWAL PROCESS

Renewal Requirements	21
Registration Procedures for Continuing Education Training (Division of Water Courses Only)	22
Certificate Expiration/Termination	22
Division of Water Training Classes for Continuing Education Credit	
- Drinking Water	23
- Wastewater	24

ALTERNATIVE TRAINING

Professional Association Meetings	27-28
Kentucky Rural Water Association Training	29-30
Technical and Community College Training	31-34
Correspondence Courses	35

ADMINISTRATIVE FORMS

Certification Application Checklist	39
Operator Certification Exam Application	41
Registration Form (Register for Training Course and/or Exam)	43
Certificate Renewal Application (Renew Existing Certification(s))	45
Address/Employment Change Form	47
Application for Approval of Courses for Continuing Education Credit	49-56
California State University Sacramento Training Manual Order Form	57

The Environmental And Public Protection Cabinet does not discriminate on the basis of race, color, national origin, sex, age, religion or disability and provides, on request, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs and activities.

Printed with state funds
on recycled paper



GENERAL INFORMATION

KENTUCKY BOARDS OF CERTIFICATION

The Kentucky Board of Certification of Water Treatment and Distribution System Operators and the Kentucky Board of Certification of Wastewater System Operators serve in an advisory capacity to the Division of Water on implementation of the operator training and certification programs. The Boards advise the Division on all aspects of operator training and certification. Specifically, they review and recommend action on Class IV applicant qualifications, substitutions for education/experience, proposed administrative regulations, continuing education training to be utilized for renewal purposes, certification examinations, training and certification fees, state reciprocal agreements and the need for certified operator disciplinary actions.

Outlined below are the dates, locations and start times for each of these meetings. We encourage operators and managers to attend and participate in these meetings.

Wastewater Board Meetings*

July 13, 2004	Division of Water, Frankfort, Ky.	10:00 a.m.
August 17, 2004	Division of Water, Frankfort, Ky.	10:00 a.m.
September 14, 2004	Jenny Wiley SRP, Prestonsburg, Ky.	7:00 p.m.
October 19, 2004	Division of Water, Frankfort, Ky.	10:00 a.m.
November 16, 2004	Division of Water, Frankfort, Ky.	10:00 a.m.
December 14, 2004	Division of Water, Frankfort, Ky.	10:00 a.m.
February 15, 2005	Division of Water, Frankfort, Ky.	10:00 a.m.
March 21, 2005	Executive Inn Rivermont, Owensboro, Ky.	3:00 p.m.
April 19, 2005	Division of Water, Frankfort, Ky.	10:00 a.m.
May 17, 2005	Division of Water, Frankfort, Ky.	10:00 a.m.
June 21, 2005	Division of Water, Frankfort, Ky.	10:00 a.m.

Wastewater Board Members

Thomas R. Begley – Murray	270/762-6656	Tom.begley@murraystate.edu
Suzie Bradley – Campbellsville	270/789-3133	stichersb@hotmail.com
Dennis Gumbert – Worthington	606/836-6821	dennisgumbert@aol.com
Julia Thurman – Radcliff	270/351-6270	rwwtfjulia@bbtel.com
Terry M. Regan – Lexington	859/294-5155	Terry_Regan@shieldmw.com
Michael Skaggs – Henderson	270/826-2324	mskaggs@vol.com
David Pedigo – Elizabethtown	270/765-0274	dpedigo@ambrake.com
Don Wills – Division of Water	502/564-3410	james.wills@ky.gov

*NOTE: Occasionally a meeting date must be changed due to scheduling conflicts; please contact the Operator Certification Section prior to the scheduled meeting date to ensure no change has occurred.

Kentucky Boards of Certification (Continued)

Drinking Water Board Meetings*

July 14, 2004	Division of Water, Frankfort, Ky.	1:30 p.m.
August 18, 2004	Division of Water, Frankfort, Ky.	1:30 p.m.
September 15, 2004	Jenny Wiley SRP, Prestonsburg, Ky.	7:00 p. m.
October 20, 2004	Division of Water, Frankfort, Ky.	1:30 p.m.
November 17, 2004	Division of Water, Frankfort, Ky.	1:30 p.m.
December 15, 2004	Division of Water, Frankfort, Ky.	1:30 p.m.
February 16, 2005	Division of Water, Frankfort, Ky.	1:30 p.m.
March 22, 2005	Executive Inn Rivermont, Owensboro, Ky.	3:00 p.m.
April 20, 2005	Division of Water, Frankfort, Ky.	1:30 p.m.
May 18, 2005	Division of Water, Frankfort, Ky.	1:30 p.m.
June 22, 2005	Division of Water, Frankfort, Ky.	1:30 p.m.

Drinking Water Board Members

Barry L. Bolin – Paducah	270/444-0522	bbolin@pwwky.com
Debra Cantrell – Beech Fork	606/663-4312	bfwtp@juno.com
Dillard Griffin – Lexington	859/268-6340	dgriffin@KAWC.com
Dr. Ed Story – Maysville	606/759-7141	Ed.story@kctcs.edu
Julie Roney, Division of Water	502/564-3410	julie.roney@ky.gov

*NOTE: Occasionally a meeting date must be changed due to scheduling conflicts; please contact the Operator Certification Section prior to the scheduled meeting date to ensure no change has occurred.

OPERATOR QUALIFICATION FOR CERTIFICATION

To become certified, an applicant must:

1. Have completed the educational level or equivalent for the certification requested.
2. Have the required operational experience for the certification requested.

WASTEWATER TREATMENT QUALIFICATIONS

Wastewater system and operator classifications are based on the design capacity of the treatment plant (401 KAR 5:010, Sections 8 and 9).

Classification	Design Capacity	Education Required	Experience Required*
IV	More than 7.50 MGD	Engineering, Allied Science or Equivalent Degree	Five years, with three years in a Class III or IV wastewater system with two years of primary responsibility
III	More than 2 MGD but less than or equal to 7.50 MGD	High School Diploma or GED	Three years, with one year in a Class II or higher system
II	More than 50,000 gallons per day but less than or equal to 2 MGD	High School Diploma or GED	Two years
I	Less than or equal to 50,000 gallons per day	High School Diploma or GED	One year

***Educational and experience substitutions may apply and are specified in the wastewater certification regulations (401 KAR 5:010).**

DRINKING WATER TREATMENT QUALIFICATIONS

Drinking water system classifications are based primarily on the type of filtration and the design capacity (401 KAR 8:030, Section 6). The operator qualifications are found in 401 KAR 8:030, Section 8. Class A type systems are those that use gravity filtration excluding slow sand in the treatment process, and Class B type systems include all other types of treatment that do not use gravity filtration and systems that use slow sand filtration.

Classification	Design Capacity	Education Required	Experience Required*
IV-A	Equal to or greater than 3 MGD	Baccalaureate Degree	One year in a Class III-A or IV-A plant
IV-B	Equal to or greater than 3 MGD	Baccalaureate Degree	One year in a Class III-A, III-B, IV-B or IV-A plant
III-A	Equal to or greater than 0.5 but less than 3 MGD	High School Diploma or GED	Three years, with one year in a Class II-A, III-A or IV-A plant
III-B	Equal to or greater than 0.5 but less than 3 MGD	High School Diploma or GED	Three years, with one year in a Class II-A, II-BD, III-A, III-B, IV-A or IV-B plant
II-A	Equal to or greater than 0.05 MGD but less than 0.5 MGD	High School Diploma or GED	Two years, with six months in a Class II-A, III-A or IV-A plant
II-BD	Equal to or greater than 0.05 MGD but less than 0.5 MGD (Operator also responsible for distribution system)	High School Diploma or GED	Two years, with six months in a Class II-A, II-BD, III-A, III-B, IV-B or IV-A plant
I-AD	Less than 0.05 MGD (Operator also responsible for distribution system)	High School Diploma or GED	One year in a Class I-AD, II-A, II-BD, III-A, III-B, IV-B or IV-A plant
I-BD	Less than 0.05 MGD (Operator also responsible for distribution system)	High School Diploma or GED	One year in a drinking water system of any classification

DRINKING WATER DISTRIBUTION QUALIFICATIONS

Classification	Population Served	Education Required	Experience Required*
IV-D	Equal to or greater than 50,000	Baccalaureate Degree	One year in a Class III-D or IV-D system
III-D	Equal to or greater than 15,000 but less than 50,000	High School Diploma or GED	Three years, with one year in a Class II-D, III-D or IV-D system
II-D	Equal to or greater than 1,500 but less than 15,000	High School Diploma or GED	Two years, with six months in a Class II-D, III-D or IV-D distribution system
I-D	Less than 1,500	High School Diploma or GED	One year in a distribution system of any classification

*Educational and experience substitutions may apply and are specified in the drinking water certification regulations (401 KAR 8:030)

REFERENCE MANUALS

The Operator Certification Section recommends the manuals identified below as reference documents. You may purchase a manual directly from CSUS by forwarding the order form found on page 57. **DO NOT MAIL THIS FORM TO THE OPERATOR CERTIFICATION SECTION.**

Reference Manual	Recommended As Study Aid For
Water Treatment Plant Operations - Volume I	I-AD, II-A, III-A, IV-A
Small Water System Operation & Maintenance	I-BD, II-BD, III-B, IV-B
Water Distribution System Operation & Maintenance	I-D, II-D, III-D, IV-D
Operation of Wastewater Treatment Plants - Volume I	II, III, IV

NOTE: All operators will receive class-appropriate handouts when approved for testing. Class I wastewater operators will also receive a "Package Treatment Plants" operational manual.

RECIPROCITY

Reciprocity refers to a reciprocal agreement between the Commonwealth of Kentucky and another state to honor comparable certifications. Under certain conditions, an operator who holds a valid certificate may be issued a comparable Kentucky certificate **without examination** (if he or she is in good standing and the other state honors Kentucky's certification program). Applicants must submit a certification application and a non-refundable \$35 reciprocity fee, payable to the "**Kentucky State Treasurer**," to initiate this process.

OPERATOR ACCOUNTABILITY

Drinking water and wastewater systems are required to adhere to regulatory standards and operate in a manner that protects human health and the environment. Certified operators assume responsibility, along with elected officials and facility owners, for ensuring that all regulatory standards are met. If an operator practices fraud or deception in obtaining certification or filing Environmental and Public Protection Cabinet (EPPC) reports, does not use reasonable care or judgment in the performance of duties, fails to apply knowledge in the performance of duties, and/or is incompetent, unable, or unwilling to properly perform duties, he or she may be subject to a disciplinary action. Disciplinary actions available to the Division include, but are not limited to, probation for up to one year, suspension of a certificate for up to one year, temporary revocation of a certificate for one to four years, permanent revocation of a certificate, and/or civil or criminal penalties.

COMPTRAIN PROGRAM FOR WASTEWATER TREATMENT PLANTS

Compliance Training (CompTrain) is an on-site diagnostic evaluation of a wastewater treatment plant, operating procedures, staffing and more. The focus of this training is to improve the system's process control and provide system-specific training to its operators. CompTrain is not a compliance inspection or related to the enforcement process. Qualifying systems (municipally owned with a design flow capacity of up to 5.0 MGD) will receive a three- to four-day on-site diagnostic evaluation. When performing the evaluation, operators of the system will be involved through performance of the routine operational procedures and will be introduced to other practices for the first time. Further, they can receive up to 24 hours of "hands-on" training to use toward license renewal. Contact the Operator Certification Section for further information on scheduling on-site compliance training.

KENTUCKY SMALL DRINKING WATER SYSTEM OPERATOR CERTIFICATION EXPENSE REIMBURSEMENT GRANT (ERG)

Kentucky's Expense Reimbursement Grant (ERG) program is designed to assist Kentucky's small drinking water systems in getting and maintaining skilled certified operators by waiving and/or reimbursing the costs associated with operator training and certification. To be eligible, operators must now operate a community or non-transient non-community public water system serving a population of 3,300 or fewer. Eligible operators will have fees waived for certification preparatory classes, examinations, continuing education classes and certificate renewals. One operator per vehicle will also be granted a mileage reimbursement of \$0.32 per mile when traveling to and from an approved training/testing event, provided it is a distance greater than 40 miles (80 miles round-trip) from their work station or place of residence, whichever is less. The program provides further assistance to unsalaried, volunteer operators who are not compensated in any way by the water system, by reimbursing actual cost of meals (to a predetermined maximum) and lodging (for travel exceeding 80 miles round-trip).

- Eligible operators seeking certification must complete the standard "Drinking Water or Wastewater Operator Certification Application" (page 41) and meet the minimum requirements for testing at the desired certification level. Operators must also complete the "Training Class and Examination Registration Form" (page 43) indicating ERG eligibility. It is not necessary to submit payment for the event. If approved for testing, the operator will also receive a treatment or distribution manual at no charge (to be distributed at time of event).
- Eligible certified operators seeking continuing education training must submit the "Training Class and Examination Registration Form" (page 43) indicating ERG eligibility. It is not necessary to submit payment for the event; however, fee waivers are limited to those classes provided by the Operator Certification Section.
- Eligible certified operators seeking certificate renewal must complete the "Application for Certificate Renewal" (page 45) indicating ERG eligibility. It is not necessary to include payment for renewals submitted prior to the June 30, 2004, renewal deadline. **Fees will not be waived for late renewals.**
- Salaried operators seeking to receive reimbursement for mileage must submit a "Commonwealth of Kentucky Travel Voucher" to the Operator Certification Section no later than June 30 of the state's fiscal year during which the event/expense occurred. Travel Voucher forms can be obtained by calling the Operator Certification Section at 502/564-3410.
- Non-salaried, non-compensated operators seeking to receive reimbursement for mileage, meals and lodging must submit a "Commonwealth of Kentucky Travel Voucher", a "Verification of Non-Compensated Operator Status" form and receipts for meals and lodging to the Operator Certification Section no later than June 30 of the state's fiscal year during which the event/expense occurred. Both forms can be obtained by calling the Operator Certification Section at 502/564-3410. Reimbursement for meals is limited to the maximum amount and receipts are required.

CERTIFICATION PROCESS

Certification Exam Application and/or Training Class Registration (Procedures and General Information)

Registration procedures exist for the efficient processing of all training/testing requests. To become certified, all applicants must:

1. Complete the certification application on pages 41 and 42.
2. Complete the registration form on page 43.
3. Submit the application, registration form and certification fee to the Operator Certification Section at least 30 days prior to the requested training/testing date. Separate checks must be issued for each class and be payable to the **"Kentucky State Treasurer."**

Class IV applications require Board approval. Class IV applications must be received in time to be considered by the Board prior to the 30-day preregistration date. Board meeting dates and times are listed on pages 3 and 4.

4. Receive approval and confirmation from the Operator Certification Section to attend the training and/or testing session.
5. Attend the scheduled training and/or testing session.
6. Pass the certification exam.

Certification Exam Application (See Pages 41 and 42)

- The application must be printed legibly or typed.
- All application items must be complete and of sufficient detail to determine eligibility; incomplete and unapproved applications will be returned with a letter explaining the deficiencies.
- A separate application is required for each certification requested.
- Applicants approved for training/testing will receive a letter confirming the date and location of their scheduled class and/or exam along with training materials.
- To ensure application completeness and accuracy, please refer to the "Application Checklist" on page 39.
- A new application is not required when requesting a retest for an exam.

Training and/or Exam Registration Form (See Page 43)

- A registration form must be completed and submitted for each training class and/or testing event.
- In addition to personal information, all other items must be completed. Applicants will be approved for their first choice when possible, otherwise for their second choice. If neither choice is available, they will be requested to consider other alternatives.

Training

Attendance at a certification preparatory class prior to testing is not required; however, it is highly recommended. Operators earn continuing education credit for these sessions. Hours earned may be utilized for renewal purposes.

Testing

Each exam consists of 50 to 100 multiple choice questions that test the operator's knowledge of basic operational procedures, regulations and theory. A score of 70 percent is required to pass the exam.

Unsuccessful examinees may schedule to retest by submitting the appropriate fee and a new registration form at least one month prior to the desired testing date. Submittal of a new Certification Application is not required with a retest.

Certificate and Wallet Card

Examinees who pass a certification exam will receive a certificate and wallet card, issued by the Environmental and Public Protection Cabinet, identifying the certification earned. The operator's certificate shall be prominently displayed in or near the facility where practical. Certified operators must carry the Cabinet-issued wallet card showing current certification status while on duty and should take it to any training provided by the Division of Water. Wastewater certificates expire on June 30 of odd-numbered years; drinking water certificates expire on June 30 of even-numbered years. Certifications may be renewed any time between January 1 and June 30 of the renewal year. Operators are encouraged to renew early in the period.

DIVISION OF WATER WEB PAGE

The Kentucky Division of Water currently has a web page designed to provide information regarding a variety of topics of interest to certified operators and elected officials. In addition to valuable updates regarding regulatory requirements, this web page contains a link to the Operator Certification Section where forms, the training catalog and other information are available. This web page may be accessed at:

<http://www.water.ky.gov/>

Drinking Water Treatment Certification Preparatory Training Classes with Exams for Surface Water or Groundwater Under Direct Influence of Surface Water (Classifications: I-AD, II-A, III-A, IV-A)

These training sessions are designed for operators of drinking water treatment plants that utilize gravity filtration, except for slow sand. They are available only to operators registering to take a Class A series certification exam. Distribution topics will not be covered in this class. This three-day course is not mandatory, but is highly recommended. The courses run from 8:30 a.m. to 4:00 p.m. each day and provide six continuing education hours of training per day. Topics to be addressed include basic theory, operational and maintenance procedures, process control, monitoring requirements and surface water regulations. Manuals recommended are *Small Water System Operation & Maintenance*, *Water Treatment Plant Operation, Volumes 1 & 2*, and *Water Distribution System Operation & Maintenance* (available from CSU). The classes are followed on day four with the certification exams.

Course Number	Date	Location	Room Reservations	Fee - 3-Day Review & Exam	Fee - Exam Only
DWT-49	July 6-9, 2004	Kentucky Dam Village State Resort Park P. O. Box 69 Gilbertsville, Ky.	800/325-0146 or 270/362-4271	\$125.00	\$35.00
DWT-50	August 3-6, 2004	Pine Mountain State Resort Park 1050 State Park Road Pineville, Ky.	800/325-1712 or 606/337-3066	\$125.00	\$35.00
DWT-51	October 19-22, 2004	Dale Hollow State Resort Park 6371 State Park Road Burkesville, Ky.	800/325-2282 or 270/433-7431	\$125.00	\$35.00
DWT-52	April 19-22, 2005	Barren River Lake State Resort Park 1149 State Park Road Lucas, Ky.	800/325-0057 or 270/646-2151	\$125.00	\$35.00

To register for certification classes and/or exams, complete and forward pages 41, 42 and 43 of the Training Catalog to the Operator Certification Section (if retaking an exam, only page 43 is required), along with the appropriate fee. Please note that separate checks are required for each operator and event requested. Operators must register at least 30 days in advance. The Division has blocked a limited number of lodging rooms at most training locations. Reduced rates may be available if the event is referenced and the room reservation is made one month or more in advance. Testing on day four begins promptly at 8:30 a.m. No exams will be administered after 10:30 a.m.

Drinking Water Treatment Certification Preparatory Training Classes with Exams for Groundwater Not Under Direct Influence of Surface Water (Classifications: I-BD, II-BD, III-B, IV-B)

These training sessions are designed for operators of drinking water treatment plants that do not utilize gravity filtration, except for slow sand. They are available only to operators registering to take a Class B series certification exam. Some distribution topics will be covered in this class. These three-day courses are not mandatory, but are highly recommended. The courses run from 8:30 a.m. to 4:00 p.m. each day and provide six continuing education hours of training per day. Topics to be addressed include basic theory, operational and maintenance procedures, process control, maintenance of well systems, monitoring requirements and groundwater regulations. Manuals recommended are *Small Water System Operation & Maintenance*, *Water Treatment Plant Operation, Volumes 1 & 2*, and *Water Distribution System Operation & Maintenance* (available from CSU). The classes will be followed on day four with the certification exam.

Course Number	Date	Location	Room Reservations	Fee – 3-Day Review & Exam	Fee – Exam Only
DWT-53	September 14-17, 2004	Pennyrile Forest State Resort Park 20781 Pennyrile Lodge Road Dawson Springs, Ky.	800/325-1711 or 270/797-3421	\$125.00	\$35.00
DWT-54	May 17-20, 2005	Kentucky Dam Village State Resort Park P. O. Box 69 Gilbertsville, Ky.	800/325-0146 or 270/362-4271	\$125.00	\$35.00

To register for certification classes and/or exams, complete and forward pages 41, 42 and 43 of the Training Catalog to the Operator Certification Section (if retaking an exam, only page 43 is required), along with the appropriate fee. Please note that separate checks are required for each operator and event requested. Operators must register at least 30 days in advance. The Division has blocked a limited number of lodging rooms at most training locations. Reduced rates may be available if the event is referenced and the room reservation is made one month or more in advance. Testing on day four begins promptly at 8:30 a.m. No exams will be administered after 10:30 a.m.

Drinking Water Distribution Certification Preparatory Classes with Exams for Drinking Water Distribution (Classifications: I-D, II-D, III-D, IV-D)

These training sessions are designed for distribution system operators and are available only to operators registering to take a Class D Series certification exam. Treatment plant issues will not be covered in this course. These three-day courses are not mandatory, but are highly recommended. The courses run from 8:30 a.m. to 4:00 p.m. each day and provide six continuing education hours of training per day. Topics to be addressed include basic distribution system design, operational procedures, maintenance, monitoring requirements and water distribution system regulations. A manual recommended is *Water Distribution System Operation & Maintenance* (available from CSU). The classes will be followed on day four with the certification exam.

Course Number	Date	Location	Room Reservations	Fee - 3-Day Review & Exam	Fee - Exam Only
DWD-31	August 24-27, 2004	Carter Caves State Resort Park 344 Caveland Drive Olive Hill, Ky.	800/325-0059 or 606/286-4411	\$125.00	\$35.00
DWD-32	December 7-10, 2004	Rough River Dam State Resort Park 450 Lodge Road Falls of Rough, Ky.	800/325-1713 or 270/257-2311	\$125.00	\$35.00
DWD-33	March 21-24, 2005	Executive Inn Rivermont One Executive Blvd. Owensboro, Ky.	800/626-1936 or 270/926-8000	\$125.00	\$35.00
DWD-34	June 7-10, 2005	Lake Barkley State Resort Park 3500 State Park Road Cadiz, Ky.	800/325-1708 or 270/924-1131	\$125.00	\$35.00

To register for certification classes and/or exams, complete and forward pages 41, 42 and 43 of the Training Catalog to the Operator Certification Section (if retaking an exam, only page 43 is required), along with the appropriate fee. Please note that separate checks are required for each operator and event requested. Operators must register at least 30 days in advance. The Division has blocked a limited number of lodging rooms at most training locations. Reduced rates may be available if the event is referenced and the room reservation is made one month or more in advance. Testing on day four begins promptly at 8:30 a.m. No exams will be administered after 10:30 a.m.

Wastewater Treatment Certification Preparatory Classes with Exams

Class I – These training sessions are designed for operators of wastewater treatment plants with a design capacity of 50,000 gallons per day or less and are available only to operators registering to take the Class I exam. These two-day courses are not mandatory, but are highly recommended. The courses run from 8:30 a.m. to 4:00 p.m. each day and provide six continuing education hours of training per day. **A Kentucky Division of Water Package Treatment Plants – Operations Manual** will be provided to each participant. Additional manuals recommended are the *Small Wastewater System Operation & Maintenance, Volumes 1 & 2* and *Operation of Wastewater Treatment Plants, Volumes 1 & 2* (available from CSU). Training on day two will be followed immediately with the certification exam (at approximately 3:30 p.m.).

Class II-IV - These training sessions are designed for operators of wastewater treatment plants with a design capacity greater than 50,000 gallons per day and are available only to operators registering to take a Class II, III or IV exam. These three-day courses are not mandatory, but are highly recommended. The courses run from 8:30 a.m. to 4:00 p.m. each day and provide six continuing education hours of training per day. A manual recommended for this course is *Operation of Wastewater Treatment Plants* (available from CSU). Topics reviewed in these courses will include: Regulations, Permits and DMRs, Wastewater Sampling, Wastewater Biology, Design Criteria, Operating Principles, Package Plants, Safety, Process Control, Math Calculations, etc. The classes will be followed on day four with the certification exam.

Course Number	Review/Test Dates	Location	Room Reservations	Fee - Review and Exam (Class I-IV)	Fee-Exam Only (Class I-IV)
WW1-56	Class I – July 19-20, 2004	Kentucky Dam Village State Resort Park P. O. Box 69 Gilbertsville, Ky.	800/325-0146 or 270/362-4271	Class I - \$95.00	\$35.00
WW2-56	Class II, III or IV – July 19-22, 2004			Class II, III or IV - \$125.00	\$35.00
WW1-57	Class I – September 14-15, 2004	Jenny Wiley State Resort Park 75 Theatre Court Prestonsburg, Ky.	800/325-0142 or 606/886-2711	Class I - \$95.00	\$35.00
WW2-57	Class II, III or IV – September 14-17, 2004			Class II, III or IV - \$125.00	\$35.00
WW1-58	Class I – October 26-27, 2004	Pine Mountain State Resort Park 1050 State Park Road Pineville, Ky.	800/325-1712 or 606/337-3066	Class I - \$95.00	\$35.00
WW2-58	Class II, III or IV – October 26-29, 2004			Class II, III or IV - \$125.00	\$35.00
WW1-59	Class I – November 30-December 1, 2004	Rough River Dam State Resort Park 450 Lodge Road Falls of Rough, Ky.	800/325-1713 or 270/257-2311	Class I - \$95.00	\$35.00
WW2-59	Class II, III or IV – November 30-December 3, 2004			Class II, III or IV - \$125.00	\$35.00

Wastewater Treatment Certification Preparatory Classes with Exams (Continued)

Course Number	Review/Test Dates	Location	Room Reservations	Fee - Review and Exam (Class I-IV)	Fee-Exam Only (Class I-IV)
WW1-60	Class I – January 25-26, 2005	Natural Bridge State Resort Park 2135 Natural Bridge Road Slade, Ky.	800/325-1710 or 606/663-2214	Class I - \$95.00	\$35.00
WW2-60	Class II, III or IV – January 25-28, 2005			Class II, III or IV - \$125.00	\$35.00
WW1-61	Class I – February 8-9, 2005	Barren River Lake State Resort Park 1149 State Park Road Lucas, Ky.	800/325-0146 or 270/362-4271	Class I - \$95.00	\$35.00
WW2-61	Class II, III or IV – February 8-11, 2005			Class II, III or IV - \$125.00	\$35.00
WW1-62	Class I – March 21-22, 2005	Executive Inn Rivermont One Executive Blvd. Owensboro, Ky.	800/325-0142 or 606/886-2711	Class I - \$95.00	\$35.00
WW2-62	Class II, III or IV – March 21-24, 2005			Class II, III or IV - \$125.00	\$35.00
WW1-63	Class I – April 12-13, 2005	Jenny Wiley State Resort Park 75 Theatre Court Prestonsburg, Ky.	800/325-0142 or 606/886-2711	Class I - \$95.00	\$35.00
WW2-63	Class II, III or IV – April 12-15, 2005			Class II, III or IV - \$125.00	\$35.00
WW1-64	Class I – May 17-18, 2005	Kentucky Dam Village State Resort Park P. O. Box 69 Gilbertsville, Ky.	800/325-0146 or 270/362-4271	Class I - \$95.00	\$35.00
WW2-64	Class II, III or IV – May 17-20, 2005			Class II, III or IV - \$125.00	\$35.00
WW1-65	Class I – June 14-15, 2005	Lake Cumberland State Resort Park 5465 State Park Road Jamestown, Ky.	800/325-1709 or 270-343-3111	Class I - \$95.00	\$35.00
WW2-65	Class II, III or IV – June 14-17, 2005			Class II, III or IV - \$125.00	\$35.00

To register for certification classes and/or exams, complete and forward pages 41, 42 and 43 of the Training Catalog to the Operator Certification Section (if retaking an exam, only page 43 is required), along with the appropriate fee. Please note that separate checks are required for each operator and event requested. Operators must register at least 30 days in advance. The Division has blocked a limited number of lodging rooms at most training locations. Reduced rates may be available if the event is referenced and the room reservation is made one month or more in advance. Testing for Class II, III and IV exams begins promptly at 8:30 a.m. No Exams will be administered after 10:30 a.m.

OPEN EXAMS

Listed below are the open exam dates for all drinking water treatment, distribution and wastewater certifications. Operators may take an exam on these dates without attending a certification preparatory class. ***Pre-registration at least 30 days in advance of the test date is required.***

Course Number	Date	Location	Room Reservations	Fee
Water – DWQ-45 Wastewater – WWQ-45	September 17, 2004	Jenny Wiley State Resort Park 75 Theatre Court Prestonsburg, Ky.	800/325-0142 or 606/886-2711	\$35.00
Water – DWQ-46 Wastewater – WWQ-46	November 9, 2004	Farnham Dudgeon Civic Center 405 Mero Street Frankfort, Ky.	Holiday Inn 502/227-5100	\$35.00
Water – DWQ-47 Wastewater – WWQ-47	March 24, 2005	Executive Inn Rivermont One Executive Blvd. Owensboro, Ky.	800/626-1936 or 270/926-8000	\$35.00
Water – DWQ-48 Wastewater – WWQ-48	May 20, 2005	Kentucky Dam Village State Resort Park P. O. Box 69 Gilbertsville, Ky.	800/325-0146 or 270/362-4271	\$35.00

To register for an open exam complete pages 41, 42 and 43 of the Training Catalog and forward them to the Operator Certification Section (if retaking an exam, only page 43 is required), along with the appropriate fee. Please note that separate checks are required for each operator and event requested. Testing begins promptly at 8:30 a.m. No tests will be administered after 10:30 a.m.

CERTIFICATION RENEWAL PROCESS

Renewal Requirements

Certified operators are required to renew their certificate(s) every two (2) years. Operators with limited licenses are required to renew their licenses every year by June 30. Operators are responsible for initiating the renewal process by completing and submitting an "Application for Certificate Renewal" (page 45) and renewal fee to the Operator Certification Section. **Separate checks must be submitted for each renewal and be payable to the "Kentucky State Treasurer."** Certificates should be renewed as follows:

Wastewater Certifications – Between January 1 and June 30 of every odd-numbered year (next renewal deadline is June 30, 2005).

Drinking Water Treatment and Distribution System Certifications – Between January 1 and June 30 of every even-numbered year (next renewal deadline is June 30, 2006).

Limited Certifications - Annually, prior to June 30 (the next renewal deadline is June 30, 2005). This type of certificate may be renewed by submitting an "Application for Certificate Renewal" and the \$20 renewal fee to the address below. Training is not required for renewal of the wastewater limited license. However, three continuing education hours are required for a drinking water limited certification. If a limited certificate expires, testing will be required for reissuance of the certificate.

Continuing education credits must be earned prior to submittal of the application for certificate renewal (except for wastewater limited licenses). Wastewater training hours accumulated for renewal purposes are valid for two (2) years from the date earned. Training hours accumulated for the renewal of a drinking water license must have been earned during the previous renewal period. For example, drinking water operators planning to renew for the 2006-2008 period must attend training between July 1, 2004 and June 30, 2006.

Continuing education credits for renewal purposes may be earned by attending Board-approved courses. All training conducted or sponsored by the Division of Water is Board-approved. Other approvable training includes correspondence courses, short courses, trade association meetings, computer courses and on-the-job training courses. Approval of such courses may be solicited by submitting an "Application for Approval of a Continuing Education Program" (see pages 50-53) to the appropriate Certification Board. Board approval of the course(s) must be received prior to the use of the hours for renewal purposes.

Drinking water operators holding separate treatment and distribution certificates are required to earn enough hours to satisfy only the highest classified certificate. Wastewater operators must accumulate at least one-half of their hourly training requirements in process control. Outlined below are the continuing education training hours required of each classification for each renewal period (two years).

<u>Class</u>	<u>Training Hours Required</u>
Limited (Drinking Water Only)	3
I	12
II	12
III	24
IV	24

Operators should maintain documentation of training hours earned and are ultimately responsible for demonstrating fulfillment of the training requirements.

Registration Procedures for Continuing Education Training

Registration procedures exist for the efficient processing of all continuing education training requests related to Division of Water classes listed in this catalog.

To register:

1. Complete the registration form on page 43.
2. Submit the registration form and specified fee to the Operator Certification Section a minimum of 30 days prior to the requested training date. ***Separate checks must be issued for each class and be payable to the "Kentucky State Treasurer."***
3. Receive confirmation from the Operator Certification Section to attend the training session. If you do not receive confirmation within one week of the scheduled training session, please contact the Operator Certification Section to ensure that your registration has been received and processed. Individuals who do not receive confirmation of their admittance to a training session will not be allowed to attend.
4. Attend the scheduled training.

Certificate Expiration/Termination

Certificates not renewed by the expiration date are invalid and considered "expired". An operator can not serve in responsible charge of a water or wastewater system with an expired certification. To renew an expired certificate, an operator must complete the following steps for each renewal period:

1. Accumulate the required training hours for his/her classification.
2. Complete the renewal application on page 45 noting the period for which the application applies.
3. Submit a renewal application, renewal fee and late fee for each certificate to be renewed to the Operator Certification Section at the address below. ***Separate checks or money orders must be submitted for each individual for the appropriate renewal fee made payable to the "Kentucky State Treasurer"*** and mailed to:

Division of Water
Operator Certification Section
14 Reilly Road
Frankfort, KY 40601

Certificates not renewed within the allowed period following expiration shall be terminated (meaning the operator must retest to regain certification). The expiration period shall not exceed one year for water treatment and/or water distribution certification and two renewal periods for wastewater certification.

Kentucky Division of Water - Drinking Water Continuing Education Training Courses

These courses are conducted from 8:30 a.m. to 4:00 p.m. each day and are designed for water treatment plant and distribution system operators. Operators may earn six continuing education hours per day. To register for one of these courses, complete and forward page 43 of the Training Catalog to the Operator Certification Section along with the appropriate fee (separate checks are required for each operator and for each course requested). Operators must register at least 30 days in advance.

Course Number	Date	Location	Room Reservations	Topic	Speaker(s)	Fee
2237	November 15-16, 2004	Kenlake State Resort Park 542 Kenlake Road Hardin, Ky.	800/325-0143 or 270/474-2211	Operator Forum	Andy Gentry	\$60.00
2238	November 18-19, 2004	Jenny Wiley State Resort Park 75 Theatre Court Prestonsburg, Ky.	800/325-0142 or 606/886-2711	Operator Forum	Andy Gentry	\$60.00

The Division has blocked a limited number of lodging rooms at most training locations. Reduced rates may be available if the event is referenced and the room reservation is made one month or more in advance.

Kentucky Division of Water - Wastewater Continuing Education Training Courses

These training courses are conducted from 8:30 a.m. to 4:00 p.m. each day and are designed for wastewater treatment plant operators. Operators may earn six continuing education hours per day. To register for one of these courses, complete and forward page 43 of the Training Catalog to the Operator Certification Section along with the appropriate fee (separate checks are required for each operator and for each course requested). Operators must register at least 30 days in advance.

Course Number	Date	Location	Room Reservations	Topic	Speaker(s)	Fee
2239	August 24-25, 2004	Jenny Wiley State Resort Park 75 Theatre Court Prestonsburg, Ky.	800/325-0142 or 606/886-2711	Wastewater Package Treatment Operation & Maintenance (Process Control Training)	Sam Lester	\$60.00
2240	September 8-9, 2004	Kentucky Dam Village State Resort Park P. O. Box 69 Gilbertsville, Ky.	800/362-0146 or 270/362-4271	Wastewater Package Treatment Operation & Maintenance (Process Control Training)	Sam Lester	\$60.00
2241	November 3-4, 2004	Barren River State Resort Park 1149 State Park Road Lucas, Ky.	800/325-0057 or 270/646-2151	Wastewater Package Treatment Operation & Maintenance (Process Control Training)	Sam Lester	\$60.00

***One-half of the required wastewater operator's continuing education hours must be earned in process control training.**

The Division has blocked a limited number of lodging rooms at most training locations. Reduced rates may be available if the event is referenced and the room reservation is made one month or more in advance.

ALTERNATIVE TRAINING

PROFESSIONAL ASSOCIATION MEETINGS

The meetings and conferences outlined in this section are potential sources of continuing education. To determine if a specific training course has been approved for renewal purposes by the appropriate Kentucky Certification Board, contact the sponsoring organization for the type and number of hours approved or verify with the Division of Water. Registration and topic information should also be solicited from the sponsoring organization.

American Water Works Association

- * 2004 Water Professionals Conference – July 20-23, 2004, at the Gaylord Opryland Hotel, Nashville Tennessee.
- * AWWA Security Hardware Seminar – July 7-8, 2004, at the Wyndham Union Station Hotel, Nashville, Tennessee.
- * Coagulation Seminar – Fall 2004 (exact date TBD), Bowling Green, Kentucky
- * AWWA Fall Teleconference – November 4, 2004, Mayfield, Frankfort and Fort Thomas, Kentucky

For more information regarding meetings, training events and teleconferences, contact Kay Sanborn by phone at 502/550-2992 or e-mail at executivedirector@kytnawwa.org.

AWWA Online Courses-for information please e-mail the Institute at online@awwa.org or call 800/926-7337.

Water Environment Association

- * Voluntary Pretreatment Certification – Level I – September 27-30, 2004, Jackson, Tennessee; Level 2 – November 15-19, 2004, Bowling Green, Kentucky.

For more information regarding meetings, training events, and teleconferences, visit the WEA website at www.kytnwae.com or contact Ms. Elliott McNeil by phone at 615/353-9200 or e-mail at ky.tnwea@associationexecutives.com.

Kentucky Water and Wastewater Operators Association – www.kwwoa.org

- * Western Chapter – Chapter meetings will be held September 16, 2004, at Henderson and December 2, 2004, in Kuttawa; January 20, 2005, at Paducah; February 24, 2005 at Calvert City; June 8-9, 2005, Kentucky Dam Village State Resort Park; September 15, 2005, Madisonville; and December 8, 2005, at Kuttawa. For more information regarding other training or meeting dates, contact Donnie Shreve at 270/898-7919 or Darran Rankin at 270/444-0522.
- * Central Chapter – The chapter's Annual Conference will be held September 31-October 1, 2004, at Rough River State Resort Park. Confined Space Entry will be held October 19, 2004, in Bowling Green. March 2, 2005, Topic and Location to be announced. Confined Space Entry will be held in May, 2005, Topic and Location to be announced. For more information regarding these and other events contact Robin Strader at 270/259-3311 or e-mail rstrade@kynet.net.
- * North Central Chapter – Chapter meetings will be July 15, 2004, at the Bengal's Training Camp in Georgetown; January 2005 location and specific date to be announced; April 2005 at the Frankfort Plant Board Clubhouse; July 2005 location and specific date to be announced. A three-day training/meeting event will be held October 26-28, 2004, at the Holiday Inn North, Lexington in conjunction with Eastern Chapter and October 2005 with location and specific date to be announced. Meeting information may be obtained from Kim Davis at 502/863-7819 or e-mail KWWOAKLA@aol.com.

Professional Association Meetings (Continued)

- * Eastern Chapter – Chapter meetings will be held August 19, 2004, at Carter Caves State Resort Park, February 17, 2005; May 19, 2005; and August 18, 2005 (locations and times to be determined at a later date). A three-day training/meeting event will be held October 26-28, 2004, in conjunction with the North Central Chapter at Holiday Inn North, Lexington and November 25-27, 2005, in conjunction with the North Central Chapter (locations and times to be determined at a later date). Meeting information may be obtained from Donnie Davis at 606/784-7400.
- * KWWOA – Kentucky Laboratory Analyst – Water and wastewater 5-day training workshop and certification exam will be held January 2005 and July 2005 at the Central Kentucky Technical College in Lawrenceburg.
- * A three-day laboratory analyst training and certification exam will be held in March 2005 at the 48th Annual Water and Wastewater Operators' Conference in Owensboro. Training and certification questions should be directed to Kim Davis at 502/863-7819 or via e-mail at KWWOAKLA@aol.com

Bluegrass Cross-Connection Prevention Association

- * Bluegrass Cross-Connection Prevention Association meetings will be held March 1, 2005; May 3, 2005; July 12, 2005; and December 6, 2005; March 7, 2006; May 2, 2006; July 11, 2006; and December 5, 2006. All meetings begin at 6:30 pm in Lexington.
- * Annual Conferences are scheduled August 19, 2005, and August 18, 2006, in Lexington (full day).
- * Backflow Prevention Testers Course – 40-hour class will be offered August 2-6, 2004; and October 11-15, 2004; April 18-22, 2005, and October 17-21, 2005; April 17-21, 2006, and October 16-20, 2006, in Lexington. The course provides 32 hours of continuing education for water treatment/distribution.

For additional information, contact Dillard Griffin at (859) 268-6340.

Owensboro-Daviess Regional Water Resource Agency

- * Water-Wastewater Operator Training – October 13-14, 2004, at the Owensboro Executive Inn from 8 a.m. – 4 p.m. The cost is \$25 per day.

For additional information, contact Ronald Daugherty at 270/687-8440. For lodging, contact the Owensboro Executive Inn 1-800/626-1936 or 270/926-8000.

Kentucky Rural Water Association – Water and Wastewater Training 2004-2005

<u>Date</u>	<u>Location</u>	<u>Water Topics</u>	<u>Wastewater Topics</u>	<u>Cost</u>
July 14-15, 2004	General Butler SRP Carrollton, Ky. 800-462-8853	Treatment Process; Regulations; Operations and Maintenance	Process Control; Regulations; Operation & Maintenance	No Cost
July 15, 2004	TBA	Green River Regional	N/A	
July 20, 2004	Ponderosa Steak House Morehead, Ky.	Northeast Regional	N/A	
July 22, 2004	Ponderosa Steak House Draffenville, Ky.	Western Regional	N/A	
August 4-5, 2004	Days Inn Bardstown, Ky. 502-348-9253	Treatment Process; Peer Review Training	N/A	No Cost
August 30- Sept.1, 2004	KRWA Annual Conference The Galt House Louisville, Ky. 502-589-5200	Regulations; Personnel Issues; Administrative; Management/Finance	Regulations; Personnel Issues; Administrative; Management/Finance	Cost to be Determined
September 14-15, 2004	Lake Barkley SRP Cadiz, Ky. 800-325-1708	Treatment Process; Regulations; Operation & Maintenance	Process Control; Regulations; Operation & Maintenance	No Cost
October 19, 2004	Ponderosa Steak House Morehead, Ky.	Northeast Regional	N/A	
October 21, 2004	TBA	Green River Regional	N/A	
October 28, 2004	Ponderosa Steak House Draffenville, Ky..	Western Regional	N/A	
October 26-27, 2004	Jenny Wiley SRP Prestonsburg, Ky. 800-325-0142	Treatment Process; Regulations; Operation & Maintenance	Process Control; Regulations; Operation & Maintenance	No Cost
November 9-10, 2004	Lake Cumberland SRP Jamestown, Ky. 800-325-1709	Math and Regulations Review	Math and Regulations Review	\$50 Members \$100 Non-members
January 11-12, 2005	Days Inn Bardstown, Ky. 502-348-9253	Treatment Process; Regulations; Operation & Maintenance	Process Control; Regulations; Operation & Maintenance	No Cost
January 18, 2005	TBA	Northeast Regional	N/A	
January 20, 2005	TBA	Green River Regional	N/A	
January 27, 2005	TBA	Western Regional	N/A	
February 15-16, 2005	KRWA Management Conference University Plaza/Sloan Con. Cen. Bowling Green, Ky. 270-745-0088	Regulations; Personnel Issues; Administrative; Management/Finance	Regulations; Personnel Issues; Administrative; Management/Finance	Cost to be Determined.
February 23-24, 2005	Ky. Dam Village SRP Gilbertsville, Ky. 800-325-0146	Treatment Process; Regulations; Operation & Maintenance	Process Control; Regulations; Operation & Maintenance	No Cost

Kentucky Rural Water Association – Water and Wastewater Training 2004-2005-Continued

March 9-10, 2005	Natural Bridge SRP, Slade, Ky. 800-325-1710	Treatment Process; Regulations; Operation & Maintenance	Process Control; Regulations; Operation & Maintenance	No Cost
March 29-30, 2005	Ky. Dam Village SRP Gilbertsville, Ky. 800-325-0146	Math and Regulations Review	Math and Regulations Review	Cost to be Determined.
April 6-7, 2005	Dale Hollow SRP, Burkesville, Ky. 800-325-2282	Treatment Process; Regulations; Operation & Maintenance	Process Control; Regulations; Operation & Maintenance	No Cost
April 19, 2005	TBA	Northeast Regional	N/A	
April 21, 2005	TBA	Green River Regional	N/A	
April 28, 2005	TBA	Western Regional	N/A	
May 11-12, 2005	Jenny Wiley SRP Prestonsburg, Ky. 800-325-0142	Math and Regulations Review	Math and Regulations Review	Cost to be Determined
May 25-26, 2005	KRWA Expo & Gold Scramble Nelson Co. Fair Grounds Bardstown, Ky.	Treatment Process; Regulations; Process Control, Operation and Maintenance	Treatment Process; Regulations; Process Control, Operation and Maintenance	Cost to be Determined
July 19, 2005	TBA	Northeast Regional	N/A	
July 21, 2005	TBA	Green River Regional	N/A	
July 26-27, 2005	Rough River Dam SRP Falls of Rough, Ky. 800-325-1713	Treatment Process; Regulations; Operation and Maintenance	Process Control; Regulations; Operations & Maintenance	No Cost
July 28, 2005	TBA	Western Regional	N/A	
August 22-24, 2005	KRWA Annual Conference Hyatt Regency/Lexpo. Center Lexington, Ky. 859-253-1234	Regulations; Personnel Issues; Administrative, Management/Finance	Regulations; Personnel Issues; Administrative, Management/Finance	Cost to be Determined
September 27-28, 2005	Pine Mountain SRP Pineville, Ky. 800-325-1712	Treatment Process; Regulations; Operation and Maintenance	Process Control; Regulations; Operation and Maintenance	No Cost
October 18-19, 2005	Blue Licks Battlefield SRP Mt. Olivet, Ky. 800-443-7008	Treatment Process; Regulations; Operation and Maintenance	Process Control; Regulations; Operation and Maintenance	No Cost
October 18, 2005	TBA	Northeast Regional	N/A	
October 20, 2005	TBA	Green River Regional	N/A	
October 27, 2005	TBA	Western Regional	N/A	
November 9-10, 2005	General Butler SRP Carrollton, KY. 866-462-8853	Math and Regulations Review	Math and Regulations Review	Cost to be Determined

All Times Local: 8:00 a.m. - 4:30 p.m.
Regional Meetings: 5:30 p.m. - 8:30 p.m.

Registration for KRWA training courses may be made by forwarding the registration form included on page 43 to:

Kentucky Rural Water Association
P.O. Box 1424
Spring Hollow Avenue
Bowling Green, Ky. 42101
270/843-2291
www.krwa.org

TECHNICAL AND COMMUNITY COLLEGES

Central Kentucky Environmental Training Center Anderson Campus, Central Kentucky Technical College

1500 BYPASS NORTH
LAWRENCEBURG, KY 40342

Fax: (502) 839-0810
Email: MDAVIS0002@stu.kctcs.edu

(502) 839-8488

Course Offerings 2004-2005

Date	Type	Course	Hours	Cost per Student	Maximum Enrollment
July 12-16, 2004	DW/WW	Water and Wastewater Laboratory Analyst (1229)	35	\$365.00	14
July 26-30, 2004	DW/WW	40-Hour Hazardous Materials Technician (1531)	40	\$365.00	14
July 26, 2004	DW/WW	Hazardous Materials Refresher Course (616)	8	\$65.00	14
Aug. 27, 2004	DW/WW	Hazardous Materials Refresher Course (616)	8	\$65.00	14
Sept. 24, 2004	DW/WW	Hazardous Materials Refresher Course (616)	8	\$65.00	14
Oct. 4-8, 2004	DW/WW	40-Hour Hazardous Materials Technician (1531)	40	\$365.00	14
Oct. 4, 2004	DW/WW	Hazardous Materials Refresher Course (616)	8	\$65.00	14
Nov. 12, 2004	DW/WW	Hazardous Materials Refresher Course (616)	8	\$65.00	14
Dec. 13-17, 2004	DW/WW	40-Hour Hazardous Materials Technician (1531)	40	\$365.00	14
Dec. 13, 2004	DW/WW	Hazardous Materials Refresher Course (616)	8	\$65.00	14
Jan. 3-7, 2005	DW/WW	Water and Wastewater Laboratory Analyst (1229)	35	\$365.00	14
Feb. 18, 2005	DW/WW	Hazardous Materials Refresher Course (616)	7	\$65.00	14
May 16-20, 2005	DW/WW	40-Hour Hazardous Materials Technician (1531)	40	\$365.00	14
May 16, 2005	DW/WW	Hazardous Materials Refresher Course (616)	7	\$65.00	14
May 23-25, 2005	WW	Water Laboratory (1517)	18	\$300.00	14
May 26-27, 2005	DW/WW	Confined Space/Chlorine (1516)	12	\$200.00	14
June 20-22, 2005	WW	Water Laboratory (1517)	24	\$350.00	14
June 23-24, 2005	DW/WW	Confined Space/Chlorine (1516)	12	\$200.00	14

- A recent physical (within the last 12 months) stating the student's pulmonary and coronary functions are adequate to support the use of a self-contained breathing apparatus is required for the 40-Hour Hazardous Materials training course.
- A minimum of 12 registered students is required for continuing education and short courses.
- Students must be 16 years of age or older, pay the required registration fee and meet all additional requirements applicable to the specific course.
- A full two-year program in environmental studies is offered on campus. Students interested in enrolling in the program are encouraged to visit the school and talk with a counselor.

For class registration information, please call Mike Davis, Environmental Program Coordinator, at 502/839-8488.

TECHNICAL AND COMMUNITY COLLEGES

The following community colleges have indicated that they may/will provide continuing education courses for operators during 2004 - 2005. To date, not all of the topics, credit hours and dates have been finalized. Please contact the community college directly for additional information.

Ashland Community College, Boyd County

For information contact: Continuing Education
1400 College Drive
Ashland, KY 41101
800/370-7191, ext. 2072
e-mail: ashcc.cecs@kctcs.edu
website: www.ashlandcc.org

Elizabethtown Community College, Hardin County

For information contact: Judy Akers
Continuing Education
610 College Street Road
Elizabethtown, KY 42701
270/769-2371, ext. 3216
e-mail: judy.akers@kctcs.edu

Hazard Community College Technical Campus

101 Vo-Tech Drive
Hazard, KY 41701

Course Offerings 2004 – 2005

Date	Type	Course	Hours	Cost
October 21 & 22, 2004	WW	Motors, Blowers, Diffusers, Aeration & Odor Control, Filtration & Water Disposal, Math/Record Keeping	12	\$90

For additional information contact Christina Neace at 606/487-3319 or 1-800/246-7521 x 73319 or
e-mail: christina.neace@kctcs.edu

Community Colleges (Continued)

Henderson Community College, Henderson County

For information contact: Pam Wilson
Continuing Education
2660 S. Green St.
Henderson, KY 42420
270/830-5202
e-mail: pamala.wilson@kctcs.edu

Hopkinsville Community College, Christian County

For information contact: Dave Burgos
Business and Industry
P.O. Box 2100
Hopkinsville, KY 42240
270/886-3921 ext. 205
e-mail: dave.burgos@kctcs.edu

Lexington Community College, Fayette County

Environmental Science Technology degree program. This program includes specialized environmental science lecture and lab courses in addition to General Education coursework. This degree requires 66 total credit hours.

For information contact: Jean Watts, Coordinator
Environmental Science Technology Program
234B Oswald Building
Lexington, KY 40506
859/257-4872 ext. 4042
e-mail: jwatt0@uky.edu
www.uky.edu/LLC/EST

Community Colleges (Continued)

Madisonville Community College, Hopkins County

For information contact: Cathy Vaughan
Office of Continuing Education/Community Service
2000 College Drive
Madisonville, KY 42431
270/824-8660
270/824-1672
e-mail: cathy.vaughan@kctcs.edu

2004-2005 Training Opportunities

TRAINING TOPIC	HOURS	DATES:	FEE:
Water Treatment and Distribution	12 Continuing Education Credits	10/19-20/2004	\$74.00
Wastewater Process Control	12 Continuing Education Credits	1/26-27/2005	\$74.00
Wastewater Process Control	12 Continuing Education Credits	05/25-26/2005	\$74.00
Drinking Water Training	12 Continuing Education Credits	10/19-20/2005	\$74.00

Maysville Community College, Mason County

For information contact: Gwyn Gallenstein, Coordinator
Continuing Education
Maysville Community College
1755 US 68
Maysville, KY 41056
606/759-7141 ext. 3120
e-mail: gwyn.gallenstein@kctcs.edu

Prestonsburg Community College, Floyd County

For information contact: David Pelphrey, Director
Community & Economic Development
One Bert T. Combs Drive
Prestonsburg, KY 41653
606/886-3863, ext. 67368
e-mail: david.pelphrey@kctcs.edu

Correspondence Courses

- * California State University, Sacramento
Ken Kerri, Director
Office of Water Programs
6000 J. Street
Sacramento, CA 95819-2694
Phone: 916-278-6142

- * Michigan State University
Clark E. Dehaven, Director
Office of Executive Programs
East Lansing, MI 48824-1047
Phone: 517-355-1855 or
517-353-8711

- * University of Florida
Division of Continuing Education
Department of Independent Study
2209 Northwest 13th Street
Gainesville, FL 32609-3444
Phone: 800-327-4218

ADMINISTRATIVE FORMS

Certification Application Checklist

- ___ Section 1 - Provide your home address.
- ___ Section 2 - Certification requested - refer to pages 5-6 for clarification.
- ___ Section 3 - Indicate the test being requested.
- ___ Section 4 - List all drinking water and/or wastewater certifications you hold.
- ___ Section 5 - List **every** drinking water and/or wastewater system in which you work as an operator.
- ___ Section 6 - Attach a copy of your high school diploma/GED or college transcript. Attach certificates of completion for all classes to be considered.
- ___ Section 7 - List each job title in which you gained drinking water and/or wastewater system experience. **Identify all job duties** and provide a detailed description of **drinking water and/or wastewater experience**. If your duties/experience are varied, provide the percentage of time devoted to drinking water and/or wastewater duties.
- ___ Section 8 - If currently employed, have this section signed by your supervisor as a verification of your job duties and experience.
- ___ Sign and date the application (pages 41 and 42). Note the statements on the application regarding submittal of accurate information.
- ___ Submit a separate application for each certification desired.
- ___ Complete the Registration Form (page 43), including a 1st and 2nd class location choice and whether you need the course manual referenced.
- ___ Include a check or money order, payable to the "**Kentucky State Treasurer**" for each application and/or exam date.
- ___ **Pre-registration required! Application and Registration Forms must be received by the Operator Certification Section at least 30 days prior to the requested training/testing date.**

Note: Each applicant will receive a confirmation letter and study material prior to the scheduled training/testing date.

Drinking Water or Wastewater Operator Certification Application

Print or type a separate application for each certification requested.
Complete all items.
All signatures must be original
Incomplete applications will be returned.



Approved for Class/Test
Amount Paid \$ _____
Payment Method _____
Receipt Number _____
Training Material Sent _____
Certification Number _____

Last Name										First Name										Middle Name or Initial																			
Home Address										City										State					Zip Code														
Agency Interest #										Date of Birth										Residence Telephone Number																			

2) Check certification desired (select only one):

Drinking Water Treatment			Drinking Water Distribution		Wastewater (Treatment and Collection)	
<input type="checkbox"/> I-AD	<input type="checkbox"/> III-A		<input type="checkbox"/> I-D		<input type="checkbox"/> I	
<input type="checkbox"/> I-BD	<input type="checkbox"/> III-B		<input type="checkbox"/> II-D		<input type="checkbox"/> II	
<input type="checkbox"/> II-A	<input type="checkbox"/> IV-A		<input type="checkbox"/> III-D		<input type="checkbox"/> III	
<input type="checkbox"/> II-BD	<input type="checkbox"/> IV-B		<input type="checkbox"/> IV-D		<input type="checkbox"/> IV	

3) Check and complete the item that applies:

___First Test at this Classification ___Retest Date of Last Test:	___Reciprocity (No Test)
---	--------------------------

4) List all current drinking water and wastewater certificates:

State Where Certified	Certification Type (i.e. Wastewater, Water Treatment, etc.)	Classification Level (i.e. II-BD, III, etc.)	Certificate Number	Expiration Date

If yes, identify the state agency which implemented the action.

5) Identify ALL systems/facilities which you operate (attach additional sheets if necessary):

System/Facility Name/s	County	PWSID or KPDES #	Phone #

The Kentucky Natural Resources and Environmental Protection Cabinet does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability and provides, on request, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities. To request materials in an alternative format, contact the Division of Water, Operator Certification, 14 Reilly Road, Frankfort, Kentucky 40601 or call (502) 564-3410.

6) Education and training (circle highest grade completed and fill in the appropriate blanks):

Elementary School 5 6 7 8 School Name: _____

High School 9 10 11 12 School Name: _____

College - Undergraduate School Name: _____ Degree: _____

College - Graduate School Name: _____ Degree: _____

Other training applicable to the certification requested (provide the course name and content. Attach documentation of completion and credit hours earned): _____

Note: A copy of official education records (e.g., GED certificate, high school diploma, college transcript or diploma) verifying education must accompany this application.

7) Applicable employment history (list your current position first). If you have held several positions with a drinking water or wastewater system, list each separately. List all the duties associated with each position, but be specific regarding your drinking water and/or wastewater operational duties. If your duties are split between several areas of responsibility, indicate the percentage of time spent working in each area.

a. System/Facility Name	Position Title	Dates of Employment Month____ Year____ To Month____ Year____
System/Facility Address: _____ Phone #: _____		
Detailed description of past experience and current duties: _____ _____ _____		

b. System/Facility Name	Position Title	Dates of Employment Month____ Year____ To Month____ Year____
System/Facility Address: _____		
Contact person: _____ Phone #: _____		
Detailed description of past experience and current duties: _____ _____ _____		

c. System/Facility Name	Position Title	Date of Employment Month____ Year____ To Month____ Year____
System/Facility Address: _____		
Contact person: _____ Phone #: _____		
Detailed description of past experience and current duties: _____ _____ _____		

8) Information verification (This information must be completed by your direct supervisor and contain an original signature):

I certify that, to the best of my knowledge, the data contained herein reflects the applicant's job duties and employment history with the facility referenced below. I understand that submission of false information can result in certificate revocation and penalties as defined in KRS 223.991 and/or KRS 224.99-010.

Supervisor's Signature: _____ Facility: _____

Title: _____ Date: _____ Phone #: _____

I certify that, to the best of my knowledge, the data contained herein is complete and correct. I understand that submission of false information can result in certificate revocation and penalties as defined in KRS 223.991 and/or KRS 224.99-010.

Applicant's Signature: _____ Date: _____

Training Class and Examination Registration Form

Kentucky Division of Water Operator Certification Section

Name (first, middle, last): _____

Agency Interest # (see current wallet card): _____

Home Address (PO Box #, house #, street name, city, state, zip code): _____

Daytime Phone #: _____ FAX #: _____ Email: _____

List all drinking water/wastewater systems/facilities in which you work as an operator (attach additional sheet if necessary):

System/Facility Name/s	System/Facility County	PWSID or KPDES #	Phone #

Expense Reimbursement Grant (ERG) Eligible? Small drinking water system only (see page 8): ☐ Yes ☐ No

Training Class and/or Examination Categories (Certification training is three days unless otherwise noted)	Fees		
	Cert Class w/Exam	Exam Only	Cont Ed Class
Drinking Water Treatment and/or Distribution Course – (Classes I-BD, II-BD, I-AD, II-A, III-B, IV-B, III-A, IV-A, I-D, II-D, III-D, or IV-D) – See Page 13 – 15	\$125.00		
Wastewater Treatment Two-Day Course with Exam (Class I) – See Page 16	\$95.00		
Wastewater Treatment Course – (Classes II, III or IV) – See Page 16	\$125.00		
Open Exams (All classifications for drinking water treatment, drinking water distribution and wastewater treatment) – See Page 17		\$35.00	
Continuing Education Course (Two-Day Training with No Exam) – See Pages 23-24			\$60.00

Provide event information from the current schedule for first and second choices:					
	Course Code	Date	Course &/or Exam Title	Location	Fee
1st					\$
2nd					\$

If requesting an exam, is it a retest? ☐ Yes ☐ No If yes, when and where was it last taken? _____

The Natural Resources and Environmental Protection Cabinet does not discriminate on the basis of race, color, national origin, sex, age, religion or disability and provides, on request, reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities

APPLICATION FOR CERTIFICATE RENEWAL

Schedule and Fees for License Renewal:

License Type	Prior to June 30, 2005	After June 30, 2005	Prior to June 30, 2006	After June 30, 2006
Water Treatment Only			\$35.00	\$70.00
Water Distribution Only			\$35.00	\$70.00
Combination Water Treatment and Water Distribution Licenses (I-AD or I-BD Licenses Only)			\$35.00	\$70.00
Separate Water Treatment and Water Distribution Licenses			\$70.00	\$140.00
Wastewater	\$35.00	\$70.00		
Drinking Water Limited	\$20.00	\$20.00 - Must retest if renewal not received by December 31, 2005	\$20.00	\$20.00 - Must retest if renewal not received by December 31, 2006
Wastewater Limited	\$20.00	Operator must retest	\$20.00	Operator must retest

Applications should be submitted with a separate check or money order for each operator renewing, payable to **"Kentucky State Treasurer"** to the **Division of Water, Operator Certification Section, 14 Reilly Road, Frankfort, Kentucky 40601.**

Name: _____

Certifications #/s: _____ **Agency Interest #:** _____
 (see wallet card(s)) (see wallet card)

Home Address: _____
 (Street) (City) (State) (Zip Code)

Daytime Telephone No. : _____ **ERG Eligible? (see page 8):** ____ Yes ____ No

LIST ALL DRINKING WATER AND/OR WASTEWATER SYSTEMS/FACILITIES IN WHICH YOU WORK AS AN OPERATOR (ATTACH ADDITIONAL SHEETS IF NECESSARY):

System/Facility Name/s	System/Facility County	Date of Employment with System/Facility	PWSID or KPDES #

Required training hours must be earned prior to applying for renewal.

Training Topic/Course Code	Sponsor	Date	Hours Earned
1.			
2.			
3.			
4.			

Operator Address and/or Employment Change Form

Certificate Number(s) (LIST ALL):

Drinking Water Treatment _____ Distribution _____ Wastewater Treatment _____

Address Change ☐ or **Facility Change:** Add facility ☐ Delete Facility ☐

Agency Interest # (see wallet card): _____

Name: _____
(last) (first) (middle initial)

New or Current Home Address: _____
(street, city, state, and zip code)

Phone: HOME () WORK ()

LIST SYSTEM/FACILITIES FOR WHICH YOU RECENTLY ASSUMED OR RELINQUISHED RESPONSIBILITY.
THIS INFORMATION MUST BE SUBMITTED WITHIN 30 DAYS OF THE CHANGE.

System/Facility Name	KPDES/PWSID #	Effective Date

Signature: _____ Date: _____

Mail to: Division of Water, Operator Certification Section, 14 Reilly Road, Frankfort, Kentucky 40601.

Operator Address and/or Employment Change Form

Certificate Number(s) (LIST ALL):

Drinking Water Treatment _____ Distribution _____ Wastewater Treatment _____

Address Change ☐ or **Facility Change:** Add facility ☐ Delete facility ☐

Agency Interest # (see wallet card): _____ Social Security # (optional): _____

Name: _____
(last) (first) (middle initial)

New or Current Home Address: _____
(street, city, state, and zip code)

Phone: HOME () WORK ()

LIST SYSTEM/FACILITIES FOR WHICH YOU RECENTLY ASSUMED OR RELINQUISHED RESPONSIBILITY.
THIS INFORMATION MUST BE SUBMITTED WITHIN 30 DAYS OF THE CHANGE.

System/Facility Name	KPDES/PWSID #	Effective Date

Signature: _____ Date: _____

Mail to: Division of Water, Operator Certification Section, 14 Reilly Road, Frankfort, Kentucky 40601.

**Kentucky Environmental and Public Protection Cabinet
Department for Environmental Protection
Division of Water
Enforcement Branch
Operator Certification Section
14 Reilly Road
Frankfort, Kentucky 40601**

Application for Approval of Courses for Continuing Education Credit

***For Kentucky Operators
of
Drinking Water Treatment
Drinking Water Distribution
Wastewater Treatment & Collection***

General Information

Certified operators of drinking water and wastewater systems in Kentucky are required by 401 KAR 8:030 and 5:010 to earn continuing education in order to periodically renew their certifications. Training that is used for renewal of certifications must be approved by the respective Boards (i.e., Kentucky Board of Certification of Water Treatment and Distribution System Operators and/or the Kentucky Board of Certification of Wastewater System Operators). As a potential sponsor of a Board approved course, you must complete and submit this application and provide supporting information as pertinent.

Upon receipt of a completed application, the Board(s) will initiate the review process at their next regular meeting. The Boards typically meet each month, Wastewater on the third Tuesday and Drinking Water on the third Wednesday. Review of large requests from a commercial vendor (e.g., online vendors with a catalog full of courses) may be held until operators reflect interest in the course(s). If your training request is determined to be unacceptable for any reason, you will receive a statement with deficiencies or other comments. It is preferred that all training courses be submitted and approved prior to operators completing them. With “after the training” requests for approval comes the risk that completed training may not be approved by the Board(s) and operators will not receive credit. A change in instructors, course content, or time involved by participants will require resubmittal.

Provided with this application is a “Continuing Education Activity Report” form that is to be used by the course sponsor to document training credits for operators. It should be submitted soon after the training event, preferably within 30 days. Both the application and report forms may be reproduced as needed, but not altered without permission. Electronic versions are available from the Kentucky Division of Water Web page <http://www.water.ky.gov/>. Additional information may be acquired by calling the Operator Certification Section at (502) 564-3410 or via FAX at (502) 564-9720.

Instructions

- 1) Sections I, II, & III must be completed. Attachments required per Section III should be clearly labeled in accordance with the outline of the application.
- 2) Attachments listed in Section IV relate mostly to distance learning courses, if applicable to your training, it is recommended that you provide them.
- 3) An appropriate signature with date is required in Section V.
- 4) Submit the application and all attachments at one time, preferably 60 days or more prior to the scheduled training event.

Application for Approval of Courses for Continuing Education Credit
Kentucky Division of Water / Operator Certification Section
14 Reilly Rd., Frankfort, Kentucky 40601

I. Course Sponsor Information

A. Sponsoring Organization (school, business, association, etc.) _____

B. Key Contact Person: _____

Name & Title _____

Address _____

City, State & Zip _____

Phone & Fax _____

Email _____

Web Page _____

II. General Course Information

A. Title _____

B. Location & Date/s _____

C. Cost per Student or Group \$ _____

D. Delivery Format or Media (Check those that apply):

☐ Classroom

☐ Web/Online

☐ Laboratory

☐ Exhibition

☐ Field

☐ CD-ROM

☐ Video/Audio

☐ Correspondence

☐ Other (Explain) _____

E. Continuing Education Credits (hours) Requested for Target Audience:

Drinking Water Treatment Operator Hours _____

Drinking Water Distribution Operator Hours _____

Total DW Hours (if for both treatment and distribution) _____

Wastewater Treatment &/or Collection Operator Non-process Control Hours _____

Wastewater Treatment Operators Process Control Hours _____

III. Required Items (must be attached to submittal, check off as completed)

A. ☐ Course Learning Objectives

B. ☐ Criteria for Successful Completion by Operators

C. ☐ Agenda (Timed with instructors identified & brief description of topics)

D. ☐ Credentials for all Instructors

IV. Additional Attachments (required for distance learning courses, optional for other training)

A. ☐ Instructional Design (Developed by whom / their credentials)

B. ☐ Curriculum Content (Subject matter experts / their credentials)

C. ☐ Needs Analysis of Participants (Designed by whom / methods / results)

D. ☐ Field Testing of Course (Developed & conducted by whom / audience / results)

E. ☐ Ongoing Course Evaluation (Methods for feedback & assessment / results to date)

F. ☐ Support Available to Participants (instructions / validation of content / references)

G. ☐ List of colleges, universities, regulatory agencies, etc. that have awarded credits for the course
(provide semester hours and/or continuing education awarded).

H. ☐ Required Assignments &/or Examinations (type, passing score, etc.)

I. ☐ Mandatory Time Constraints (deadlines, granting of extensions, etc.)

J. ☐ Documentation of Results to Students (copy of certificate, letter, etc.)

K. ☐ Security Procedures (Operator identification, tracking of hours, exam proctors, etc.)

V. Signature of Sponsor's Contact Person

I confirm that all information provided with this application is accurate to the best of my knowledge. A complete list of attendees and credits to be awarded to them will be forwarded on a "Continuing Education Activity Report" to the Kentucky Division of Water (within 30 days of completing the course when possible).

Printed Name & Title _____

Signature & Date _____

For Division of Water Use Only

Evaluated by:

☐ Drinking Water Board Date _____
☐ Wastewater Board Date _____

☐ This course has been approved for the following continuing education credits (hours):

Drinking Water Treatment Operator Hours _____
Drinking Water Distribution Operator Hours _____
Total DW Hours (if for both treatment and distribution) _____
Wastewater Treatment &/or Collection Non-process Control Hours _____
Wastewater Treatment Process Control Hours _____

☐ Consideration of this course has been tabled or denied.

Reason Tabled (additional information needed)

Reason Denied

Reconsidered by:

☐ Drinking Water Board Date _____
☐ Wastewater Board Date _____

Results of Reconsideration (Provide narrative here and update cells above):

**Kentucky Division of Water
Operator Certification Section
14 Reilly Road
Frankfort, Kentucky 40601**

Continuing Education Activity Report

Division of Water's Assigned Course Number _____

Course Title _____

Course Location & Date/s _____

Course Sponsor's Name & Phone Number _____

Participants Information (Operator certificates contain identification information requested below):

Operator's Kentucky Agency Interest Number	Operator's Signature (Typed if a distance learning course)	* Operator's Certification Number/s (Where credit is to be applied)		Continuing Ed Credit Earned (To be completed by Sponsor)	
		DWT DWD	WW	** Trg Type	*** Cont Ed Hours Earned
				PC	
				NPC	
				PC	
				NPC	
				PC	
				NPC	
				PC	
				NPC	
				PC	
				NPC	
				PC	
				NPC	
				PC	
				NPC	
				PC	
				NPC	
				PC	
				NPC	
				PC	
				NPC	
				PC	
				NPC	
				PC	
				NPC	
				PC	
				NPC	
				PC	
				NPC	

* Provide certification numbers for Drinking Water Treatment &/or Distribution (both if applicable) or Wastewater.

** PC is Process control and NPC is Non-process control (credit must be separated if WW, all is considered NPC if DW).

*** Calculate Continuing Education Hours as approved by the Division of Water.

As sponsor of the training completed by operators listed above, I certify it was conducted, and participants performed, according to conditions approved by the Kentucky Certification Boards. I understand that submission of false information could result in expiration of an operator's certification due non-credit and might be cause for non-approval of subsequent training requests. Further, falsification of a Cabinet document could result in legal penalties per KRS 223.991 &/or 224.99-010.

Sponsor Contact Person's Signature & Date _____

Form Revised 2/24/04

TRAINING MANUAL ORDER FORM
CSUS FOUNDATION - OFFICE OF WATER PROGRAMS
CSU, SACRAMENTO, 6000 J STREET, SACRAMENTO, CALIFORNIA 95819-6025
PHONE (916) 278-6142 / FAX (916) 278-5959
WEBSITE: www.owp.csus.edu / E-mail: wateroffice@csus.edu
MAKE CHECKS PAYABLE TO: CSUS FOUNDATION

TRAINING MATERIALS	Manual \$/Qty.	Subtotal
Small Wastewater System O & M, Volume I	\$45 x	
Small Wastewater System O & M, Volume II	\$45 x	
Operation of Wastewater Treatment Plants, Volume I	\$45 x	
CD: Operation of Wastewater Treatment Plants, Volume I	\$45 x	
Operation of Wastewater Treatment Plants, Volume II	\$45 x	
Advanced Waste Treatment	\$45 x	
Treatment of Metal Wastestreams	\$25 x	
Industrial Waste Treatment, Volume I	\$45 x	
Industrial Waste Treatment, Volume II	\$45 x	
Pretreatment Facility Inspection	\$45 x	
VIDEOS: Set of Six Collection System O & M Training Videos	\$100 x	
Oper. & Maint. Of Wastewater Collection Systems, Volume I	\$45 x	
Oper. & Maint. Of Wastewater Collection Systems, Volume II	\$45 x	
Collection Systems: Methods for Evaluating & Improving Performance	\$45 x	
Water Treatment Plant Operation, Volume I includes poster	\$45 x	
Water Treatment Plant Operation, Volume II includes poster	\$45 x	
Small Water System Operation & Maintenance includes poster	\$45 x	
Small Water System Information Video Series	\$100 x	
Small Water System Information Video Series Learning Booklet	\$45 x	
Water Distribution System Operation & Maintenance includes poster	\$45 x	
Utility Management	\$25 x	
POSTER: Safe Drinking Water Act Update NEW	\$ 5 x	
SHIPPING - NO CHARGE FOR SHIPPING IN THE CONTINENTAL U.S. AK HI, GUAM, PUERTO RICO INCLUDE \$10.00 PER MANUAL FOR PRIORITY MAIL FOREIGN ORDERS PLEASE CALL FOR SHIPPING CHARGES NO SHIPPING CHARGE FOR ENROLLMENTS ONLY	SHIPPING TOTAL:	
PAYMENT OPTIONS: VISA OR MASTERCARD / CHECK**/ PURCHASE ORDER (INCLUDE PURCHASE ORDER WITH THIS ORDER FORM COMPLETED)		
<div style="display: flex; justify-content: space-between;"> _____ CREDIT CARD NUMBER: EXP. DATE (required): </div>		
<div style="display: flex; justify-content: space-between;"> _____ SIGNATURE (required) _____ PRINT NAME </div>		
_____ CREDIT CARD TYPE (Circle One) PERSONAL CARD / COMPANY CARD (name of company, if company card)		
<div style="display: flex; justify-content: space-between;"> _____ CUSTOMER NAME: _____ ATTN: </div>		
<div style="display: flex; justify-content: space-between;"> _____ HOME PHONE (If Applicable) _____ WORK PHONE _____ FAX NUMBER </div>		
<div style="display: flex;"> <div style="flex: 1;"> SHIPPING ADDRESS Customer Name Attn CITY: ST ZIP </div> <div style="flex: 1;"> BILLING ADDRESS (If Applicable) CITY ST ZIP </div> </div>		
STUDENT NAME(S)		
SOCIAL SECURITY NUMBER (required) ***		

Prices are subject to change – Order form revised as of July 2000*California residents pay 7¼ % on manuals only - ** Make checks payable to: CSUS Foundation - ***Required by the University to take course(s)

Name _____
Address _____
City _____ State _____ Zip _____

PLACE FIRST CLASS
STAMP HERE
The Post Office will
not deliver mail
without postage

Office of Water Programs
California State University, Sacramento
6000 J Street
Sacramento, CA 95819-6025

Department for Environmental Protection
Division of Water
Operator Certification Section
14 Reilly Road
Frankfort Office Park
Frankfort, Kentucky 40601

PRSRT STD
US Postage Paid
Permit No. 888
Frankfort, KY